



**City
of
Milwaukee**

INSTRUCTIONS FOR CHANGING OR ADDING A MATTER ONLINE

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238

E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

www.milwaukee.gov/lobby

Prior to making changes to the areas of legislation online you must first establish a user-id and password with the City of Milwaukee's [E-Services](#) System.

Once you have registered with e-services:

- 1) Logon to the Lobbyist Home Page www.milwaukee.gov/lobby and click on "Change Add/Administrative Action Online"
Or
Logon directly at www.milwaukee.gov/lobbyist
- 2) Type in your Lobbyist License #. This number is located in on the upper right hand corner of the lobbyist license. If you are unable to locate this number please call (414) 286-2238.
- 3) Enter the your email address and password used with the City of Milwaukee's E-Services System. Go to the following link to request a forgotten password:
<http://itmdapps.ci.mil.wi.us/login/login/getpassword.jsp>
- 4) Enter the Principal's First Name and Last Name. This is located on the bottom of the lobbyist license.

Examples:

First Name: Last Name:

First Name: Last Name:

First Name: Last Name:

If you are having problems entering the principal's name correctly, please call (414) 286-2238.

TO CHANGE A MATTER

- 5) Click [change matter](#)
- 6) Select matter you wish to change
- 7) Click on [submit](#)
- 8) Make changes as needed and click on [update](#)
- 9) If no changes are needed, click on [no changes](#)

TO ADD A MATTER

- 5) Click [add matter](#)
- 6) Enter information as appropriate
- 7) Click [add matter](#)
- 8) Enter more changes as needed

If you have any questions or problems, please email license@milwaukee.gov or call (414) 286-2238.